DHS Oregon Department of Human Services	**Information Memorandum**	**Originating Cluster:** **Seniors and People with Disabilities**

Authorized by: Catherine A. Cooper, Assistant Deputy Director

Signature

IM Number: SPD-IM-03-112

Date: December 10, 2003

Subject: SPD End of Year (2003) Processing Schedule

Applies to (check all that apply):

☐ All DHS employees   ☐ County DD Program Managers

☒ Area Agencies on Aging   ☐ County Mental Health Directors

☐ Children Adults and Families   ☐ Health Services

☒ Community Human Services   ☒ Seniors and People with Disabilities

☐ Other (please specify): _____

Message: See attached.

If you have any questions about this information, contact:

Contact(s):	Shannan Willits		
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SPD End of Year (2003) Processing Schedule

Following is the end of year and holiday schedule. It includes systems availability and payment processing information for the dates listed:

Thursday, December 25th
- Mainframe will be closed all day for the holiday.

Friday, December 26th
- Mainframe will be closed at its normal time (8 pm).
- CMS records will be automatically updated with the SSI/SSB COLA and the new OSIP standard.
- Pay-In 2004 yearly account screen will be added automatically. **(If you need to add a yearly account before this date, see attached instructions on how to add manually.)**

Saturday, December 27th
- The CEP, CBC & Pay-In screens will be be closed all day.
- Oregon ACCESS will be closed all day.
- CBC records & Oregon ACCESS CM related cases will be automatically updated with the SSI/SSB COLA and the new OSIP standard changes from CMS.
- New 512s will be printed for all clients.

Sunday, December 28th
- Depending on the time required for the automatic updates, mainframe and Oregon ACCESS screens may be closed all day. When processing is completed the systems will be reopened.

Monday, December 29th
- Mainframe open for business as usual.

Tuesday, December 30th
- Mainframe open for business as usual.
- Review your CBC suspended records on SCFP to prepare the first 2004 CBC check run (for December service dates). *SJD9055R-B Suspense Report by Branch* is a View Direct list of all the suspended records in the local office.

- CEP last daily check run will be processed with checks dated 12/31/03.
- CEP FICA Refund checks will be processed with checks dated 12/31/03.

Wednesday, December 31st
- Mainframe open for business as usual.
- CEP checks dated 12/31/03 will be mailed.
- FICA Refund checks dated 12/31/03 will be mailed.
- First CEP daily check run will be processed with checks dated 1/2/04.
- CBC monthly check run will be processed with checks dated for 1/2/04.

Thursday, January 1st
- Mainframe will be closed all day for the holiday.

Friday, January 2nd
- Mainframe open for business as usual.
- CEP checks dated 1/2/04 will be mailed.
- CBC checks dated 1/2/04 will be mailed.
- Return to normal processing.

Saturday, January 17th

- ELGF long-term care files will be updated. Please ensure the CMS records reflect the correct client liability prior to this date.

** Reminder: SPD Provider Check Schedule. Checks are printed in the evening on date listed and mailed the next work day, this means Friday night writes are mailed on Mondays.

December 2003

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CEP & CBC CHECKS PRINTED	2 CEP CHECKS PRINTED	3 CEP & CBC CHECKS PRINTED	4 CEP CHECKS PRINTED	5 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	6
7	8 CEP CHECKS PRINTED	9 CEP CHECKS PRINTED	10 CEP & CBC CHECKS PRINTED	11 CEP CHECKS PRINTED	12 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	13
14	15 CEP CHECKS PRINTED	16 CEP CHECKS PRINTED	17 CEP & CBC CHECKS PRINTED	18 CEP CHECKS PRINTED	19 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	20
21	22 CEP CHECKS PRINTED	23 CEP CHECKS PRINTED	24 CEP CHECKS PRINTED **LAST 2003** CBC CHECKS PRINTED	25 *HOLIDAY*	26 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	27
28	29 CEP CHECKS PRINTED	30 **LAST 2003** CEP CHECKS PRINTED *FICA REFUND CHECKS PRINTED*	31 01/02/04 CEP & CBC CHECKS PRINTED *FICA CHECKS MAILED*			

January 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ***HOLIDAY*** **01/02/04 CEP & CBC CHECKS MAILED ON 1/2/04*	2 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	3
4	5 CEP CHECKS PRINTED	6 CEP CHECKS PRINTED	7 CEP & CBC CHECKS PRINTED	8 CEP CHECKS PRINTED	9 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	10
11	12 CEP CHECKS PRINTED	13 CEP CHECKS PRINTED	14 CEP & CBC CHECKS PRINTED	15 CEP CHECKS PRINTED	16 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	17 ELGF LONG-TERM CARE FILES WILL BE UPDATED
18	19 ***HOLIDAY***	20 CEP CHECKS PRINTED	21 CEP & CBC CHECKS PRINTED	22 CEP CHECKS PRINTED	23 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	24
25	26 CEP CHECKS PRINTED	27 CEP CHECKS PRINTED	28 CEP & CBC CHECKS PRINTED	29 CEP CHECKS PRINTED	30 CEP, RN'S, IN-HOME & NURSING HOME CHECKS PRINTED	31

To add a 2004 yearly account screen

```
 SJFSFMUI   MENU  - JF    SDSD Client Pay-in System      12/02/2003 15:25:30
Fast Path:      - JF            Main Menu           Trans Type: I


        Prim ID: AB12345A        Recip


                       Sel
                        s    Yearly Account (YACT)

                             Liabilities (LIAB)

                             Receipt (RCPT)

                             Monthly Accounts (MACT)

                             Payments (PMNT)

                             Provider Services (SERV)

                             Deposit (DPST)


Msg
F3=Exit
```

Go to SFMU. Type prime id of the client. Select yearly account. Press enter.

```
SJFS010C   YACT  - JF    SDSD Client Pay-in System      12/02/2003  15:25:58
Fast Path:      - JF          Yearly Account            Trans Type: A

Prim ID: XX12345A                  Acct Stat:  OP     Stat..... 05/15/2003
SSN..... 544-46-3229               Yr:        2004    Last Chg. 12/02/2003
Recip... Duck, Donald              Br........ 3518              15:24:52
Address                            Wkr ID..... GL     RACF User SJF0510X
  Str..... 1234 DISNEY ROAD     Case....... XX1234  Elig End. 12/31/9999
  City.... DISNEY LAND       State.. OR  Date Enroll 05/15/2003
  Zip..... 97356 -
                          Year-To-Date Totals
-----------------------------------------------------------------------------
  Amt Bill    463.44
+ Amt Adj.    363.48-      Ovcol Amt.     0.00      Amt Paid.     49.98
---------------------     - Ovcol Rfnd    0.00     - Appl Serv    26.90
  Tot Bill     99.96      ----------------------   - Serv Rfnd     0.00
- Amt Paid     49.98      Ovcol Bal.     0.00      ----------------------
---------------------                              Serv Bal.     23.08
  Amt Owed     49.98

Msg
                                                   Ans:
F2=Menu F3=Exit F4=Liab
```

On Yearly Account screen back-tab to Trans Type, type an "A" for add. Change the
YR to 2004 & press enter.

```
SJFS010C   YACT  - JF    SDSD Client Pay-in System      12/02/2003  15:26:54
 Fast Path:      - JF         Yearly Account            Trans Type: A


 Prim ID: XX12345A                  Acct Stat:  OP     Stat..... 00/00/0000
 SSN..... 544-46-3229               Yr:         2004   Last Chg.
 Recip... Duck, Donald            Br........ 3518            00:00:00
 Address                          Wkr ID..... GL     RACF User
   Str..... 1234 DISNEY ROAD     Case....... XX1234  Elig End. 12/31/9999
   City.... DISNEY LAND      State.. OR  Date Enroll
   Zip..... 97356 -
                             Year-To-Date Totals
 ------------------------------------------------------------------------------
   Amt Bill      0.00
 + Amt Adj.      0.00     Ovcol Amt.      0.00     Amt Paid.      0.00
 --------------------   - Ovcol Rfnd     0.00    - Appl Serv     0.00
   Tot Bill      0.00    ----------------------   - Serv Rfnd     0.00
 - Amt Paid      0.00     Ovcol Bal.      0.00    ----------------------
 --------------------                             Serv Bal.       0.00
   Amt Owed      0.00

 Msg EN001 Enter yearly account data
                                                        Ans:
 F2=Menu F3=Exit F4=Liab
```

Ignore the message (**EN001 Enter yearly account data**) & press enter.

```
SJFS010C   YACT  - JF    SDSD Client Pay-in System      12/02/2003  15:26:54
Fast Path:      - JF         Yearly Account            Trans Type: A


Prim ID: XX12345A                  Acct Stat:  OP      Stat..... 00/00/0000
SSN..... 544-46-3229               Yr:         2004    Last Chg.
Recip... Duck, Donald              Br......... 3518            00:00:00
Address                            Wkr ID..... GL      RACF User
  Str..... 1234 DISNEY ROAD        Case....... XX1234  Elig End. 12/31/9999
  City.... DISNEY LAND       State.. OR  Date Enroll
  Zip..... 97356 -
                              Year-To-Date Totals
--------------------------------------------------------------------------------
  Amt Bill      0.00
+ Amt Adj.      0.00      Ovcol Amt.      0.00      Amt Paid.      0.00
--------------------      - Ovcol Rfnd    0.00      - Appl Serv    0.00
  Tot Bill      0.00      --------------------      - Serv Rfnd    0.00
- Amt Paid      0.00      Ovcol Bal.      0.00      --------------------
--------------------                               Serv Bal.      0.00
  Amt Owed      0.00


Msg EN012 Add new yearly account?
                                                        Ans: Y

F2=Menu F3=Exit F4=Liab
```

A message of (**EN012 Add new yearly account?**) will come up, type a "Y" in Ans. & press enter.

```
SJFS010C   YACT  - JF     SDSD Client Pay-in System      12/02/2003  15:27:28
Fast Path:     - JF          Yearly Account          Trans Type: I


Prim ID: XX12345A                  Acct Stat:  OP     Stat..... 12/02/2003
SSN..... 544-46-3229               Yr:       2004     Last Chg. 12/02/2003
Recip... Duck, Donald            Br........ 3518                15:27:28
Address                          Wkr ID..... GL      RACF User HS00001
  Str..... 1234 DISNEY ROAD     Case...... XX1234  Elig End. 12/31/9999
  City.... DISNEY LAND        State.. OR  Date Enroll 12/02/2003
  Zip..... 97356 -
                          Year-To-Date Totals
--------------------------------------------------------------------------
  Amt Bill      0.00
+ Amt Adj.      0.00     Ovcol Amt.     0.00      Amt Paid.     0.00
--------------------    - Ovcol Rfnd    0.00    - Appl Serv     0.00
  Tot Bill      0.00    --------------------    - Serv Rfnd     0.00
- Amt Paid      0.00     Ovcol Bal.     0.00    --------------------
--------------------                            Serv Bal.      0.00
  Amt Owed      0.00

Msg EN006 Yearly account has been added
                                                    Ans:

F2=Menu F3=Exit F4=Liab      F7=Back
```

You will receive this message **(EN006 Yearly account has been added)**. Now you can add the January liability.